



Natural Resources Conservation Service  
One Credit Union Place, Suite 340  
Harrisburg, PA 1700-2993  
Telephone: 717-237-2100 Fax: 717-237-2238

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April 17, 2008

**PENNSYLVANIA BULLETIN NO. PA 190-8-6**

**SUBJECT: Pennsylvania Natural Diversity Inventory (PNDI)**

**Purpose.** To provide guidance on completing on-line Project Planning Environmental Reviews

**Expiration Date.** September 30, 2008

**Background:** While conducting conservation planning and implementation activities, NRCS policies require compliance with the National Environmental Policy Act (NEPA), federal Endangered Species Act (ESA), and Pennsylvania Department of Environmental Protection (DEP) regulations for watercourse and wetland encroachments or obstructions – including General Permits. An important component of this environmental compliance is completing a Pennsylvania Natural Heritage Program/Natural Diversity Inventory (PNDI) on-line review.

In the Pennsylvania Natural Heritage Program/PNDI computer program there are choices in the category titled “Project submitted on behalf of”. Choices that field office personnel or Technical Service Providers (TSP’s) should select for our customers in most cases are: Private individual, Local government, County agency, or State agency. “Federal agency” should not be selected unless NRCS is assisting another federal agency that is managing the site.

The PNDI Project Environmental Review Receipt, which the user is instructed to print and complete as a record of the PNDI database search, has several blanks for information about the person conducting the search and also the applicant on whose behalf the search was conducted. When searches are being conducted for conservation planning and implementation for NRCS activities, these are not the same person. The signature block provided is for the person actually conducting the on-line search. This signature and date block, and the block titled “PERSON CONDUCTING SEARCH (if not applicant)”, will be completed by the person actually using the computer – whether an NRCS employee, Conservation District employee, or TSP.

In the block titled “Project applicant on whose behalf the search is being conducted”, information about the landowner or operator, or local, county, or state agency will be provided. The applicant (landowner or operator, or the appropriate representative of local, county, or state agencies) is the only person who should initial the “APPLICANT INITIALS” blanks at the bottom of each page of the printed receipt. These blanks at the bottom of each page should only be completed when there is a Potential Impact identified from the PNDI search which has affected the planning or implementation of conservation practice(s). If Avoidance Measures and/or Conservation Measures appear on the receipt, the applicant (landowner or operator, or appropriate representative of local, county, or state agencies) is the only person who should also initial these blocks. Neither the person conducting the on-line search nor the person providing technical assistance (NRCS or TSP) should initial any of these blanks on the receipt.



Though TSP's may have Applicants initial the above blanks on the PNDI Environmental Review Receipt, NRCS is still ultimately responsible for the final resolution of any identified Potential Impacts with the environmental review agencies listed on the last page of the PNDI receipt.

Questions may be directed to Barry Isaacs (State Biologist/Forester), 717-237-2219, [Barry.Isaacs@pa.usda.gov](mailto:Barry.Isaacs@pa.usda.gov), or Jeff Mahood (Environmental Planning Specialist), 717-237-2215, [Jeff.Mahood@pa.usda.gov](mailto:Jeff.Mahood@pa.usda.gov).

/s/ Gary P. Smith, Acting

**CRAIG R. DERICKSON**  
State Conservationist

**DIST: AE**